

**Page Denied**

7 FEB 1978

## MEMORANDUM FOR THE RECORD

FROM:

[redacted]  
PDB/Information Systems Security Group, OS

STAT

SUBJECT: Handling of TS Material within Information  
Review Staff

1. On 2 February 1978, [redacted] and [redacted], Information Review Staff, Information Systems Analysis Staff, met with [redacted] and the undersigned in the [redacted] to discuss the handling of a large volume of TS documents temporarily in the custody of IRS. IRS is in the process of reviewing large volumes of Archival records currently under thirty year review requirement for downgrading as established by EO 11652.

STAT  
STAT  
STAT  
STAT

2. The normal process for receiving TS material from Archives or the Records Center is to have that material sent through the area TS control officer who is charged with custody of the documents. Due to the volume of work, [redacted] advised that this would not be a workable situation, and that an arrangement had been made to have the material sent directly to [redacted], the TS control officer for IRS. We initially agreed to this procedure, but we stipulated that any TS documents that were downgraded must be appropriately marked and the green sheet returned to this Office. This Office will in turn issue a regrading bulletin to all TS Area Control Officers announcing the downgrading or declassification of a document. The green sheet will reflect a stamp (see attached) giving the authority, date and by whom the document was reclassified. If a document is upgraded in classification to TS, a green sheet must be attached to the document and it must be entered into the TSCADS System.

STAT

STAT

3. [ ] had a list of several questions that were discussed and although they were not all totally resolved, our basic understanding was that we would be willing to work with IRS to achieve the desired control over the documents and without having to input everything into TSCADS. In particular, we did not wish to enter all of the TS documents, temporarily in IRS's custody for review, into the TSCADS System. Since [ ] had taken shorthand notes of the meeting, [ ] agreed to initiate a memorandum of agreement regarding what had been discussed and forward it to this office for coordination.

STAT

STAT

STAT